



Asylee Internship

Founded in 1933, the IRC is a leading nonsectarian, voluntary organization providing relief, protection and resettlement services for refugees and victims of oppression or violent conflict. One aspect of the IRC is to provide assistance to refugees resettling in the United States. The IRC opened an office in Washington, DC in 1975 to provide reception and placement services to newly arrived refugees. The refugee resettlement office moved to the Suburban Washington Resettlement Center in Silver Spring MD in August, 2006. Currently, our primary clients are from Sierra Leone, Ethiopia, Eritrea, Liberia, Russia, Somalia, Sudan and Iran.

The Asylees Program first began in 2006 as a partnership between the Maryland Office for New Americans, Lutheran Social Services, the Department of Health and Human Services and the IRC. The program serves Asylees, Victims of trafficking and Parolees (Haitians and Cubans). Case Managers provide initial services (including cash and rental assistance) to help Asylees adjust to life in the US. These services include addressing medical concerns, registering/applying for Social Security cards and State IDs, and linking clients to our internal and mainstream services.

Responsibilities:

- Assist Asylee clients fill out their Orientation documents
- Fill out clients' Family Self-Sufficiency Plan
- Open clients' Maryland Office for New Americans file
- Complete data entry in the Asylee Program's databases
- Maintain continual contact with Asylees
- Complete follow-up with local Social Service offices on public assistance issues
- Aid Asylees obtain state ID's
- Refer clients to clinics for screening
- Conduct on-going orientations on topics of safety, financial literacy, health and hygiene.
- Assist with other administrative duties as needed

Qualifications:

- An interest in international and Asylee issues
- Effective oral and written communication skills
- Creativity and initiative to follow through on projects
- Interest in working in a multi-cultural setting
- Fluency or proficiency in Amharic, Tigrinya, Burmese, Arabic, Spanish or French is highly desirable
- Minimum 15-20 hour per week commitment for a period of three months

For more information, please contact Chelsea Kinsman at chelsea.kinsman@theIRC.org, 301.562.8633, ext. 200.